

**Twentieth Session  
New York, 17 – 28 January 2000**

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**Item 17  
of the Provisional Agenda**

**PROGRESS MADE ON ARCHIVING DOCUMENTS PERTAINING TO THE  
UNITED NATIONS CONFERENCE ON THE STANDARDIZATION OF  
GEOGRAPHICAL NAMES AND TO THE SESSIONS OF THE UNITED NATIONS  
GROUP OF EXPERTS ON GEOGRAPHICAL NAMES**

**Creating a compendium of technical papers of UN Conferences  
on the Standardization of Geographical Names and the  
sessions of the UNGEGN**

# CREATING A COMPENDIUM OF TECHNICAL PAPERS OF UN CONFERENCES ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES AND THE SESSIONS OF UNGEGN

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## Introduction

At the Seventh United Nations Conference on the Standardization of Geographical Names held in New York in January 1998 participants expressed concern about the incomplete document holdings of the UNGEGN Secretariat and the resulting difficulties of accessing technical papers from the seven Conferences and all UNGEGN sessions. Resolution VII/14 "Access to and archiving of technical papers" addressed this concern. (see Appendix 1).

To initiate follow-up to this resolution, I worked with staff at the United Nations in New York: Mr. Hans Stabe before his retirement, Ms. Jenny Javier, and staff of the Main UN Library (Dag Hammerskjold Library) and of the UN Map Collection in New York. I visited New York on two occasions, in September 1998 and in January 1999, to further this work. I express thanks to all involved for their assistance with our search for relevant documents.

During the past two years our aims have been two-fold:

- Phase 1:* To establish a complete inventory of technical documents presented at all the Conferences and UNGEGN sessions
- Phase 2:* To determine which of these documents are in the holdings of the UN Map Collection, the Dag Hammerskjold Library, and the UNGEGN Secretariat office

Work on Phase 1 and Phase 2 moved ahead, and although neither can be considered 100 percent complete, good progress has been made on both phases. Next steps in this project should be considered by UNGEGN so that Experts or UN Member States requiring documents can easily access the material.

## Summary of work completed

*Phase 1* of the project has involved a large amount of data input to build a file which contains entries for all documents officially presented at the seven UN Conferences on the Standardization of Geographical Names, the nineteen sessions of UNGEGN, and the two experts' meetings that were held prior to the first Conference. The request from the UNGEGN Secretariat was that the material be captured as a spread sheet, rather than as a data base and a commonly used software be selected. Consequently Microsoft Excel has been used to create the compendium.

In the tabulation, we have at this time included the following possible data elements for each entry:

- Conference/UNGEGN session number
- Year
- Reference number of document

Title of document  
 Country/organization presenting document  
 UNGEGN Division presenting document  
 UNGEGN Working Group presenting document  
 Name of individual/organization who wrote the paper (if available)  
 Whether document was included in Vol. II of Conference reports

Most data entry is complete, with some 1100 conference documents and some 820 UNGEGN documents now included in the file. A sample printout is included as Appendix 2. Some listings still need completion for early meetings.

*Phase 2* was to ascertain which of these documents are located at the United Nations in New York. The locations to be verified were the Dag Hammarskjold Library, the UN Map Collection, and the UNGEGN Secretariat office. With the help of Mr. Stabe and Ms. Javier a large part of this exercise has been completed, and in the process the Map Collection holdings for recent UN activities have been augmented with duplicate copies from the UNGEGN Secretariat office.

In summary, it is found that the technical papers are not complete, even among these three locations. The Library's mandate is only to keep Conference documents - and these are incomplete; the Map Collection has an assortment of documents, including UNGEGN papers; and the UNGEGN Secretariat is missing documents from many years, possibly due to various office moves. Fields have been added to the Excel file to indicate whether or not each of these UN locations has a particular document.

Copies of the tabulation (as of the end of September 1999) have so far been forwarded to the Secretariat and the Map Library for their reference, possible provision of updates, and holdings upgrading.

It should be noted that recently the United Nations has started to archive official UN documentation in digital form on the UN ODS (Optical Disk System). So far, for geographical names material only some documents from the Seventh Conference are included. At present, ODS is on the United Nations Intranet, but through the external Internet there is, to date, only limited access to the documents by users registered by the United Nations. Although there might be the possibility that documents from earlier conferences could eventually be added to the ODS, this would likely only be the CONF "L" papers. Information Papers (INF), Conference Room Papers (CRP), and Working Papers (WP) from UNGEGN sessions are unlikely to be included on UN ODS.

Data from the Excel file has been exported into Filemaker software to make particular selections of documents ..... however, so far no time has been spent to review documents to create subject indexes or to record key words. Consequently any search is based solely upon the words used in the document title, as well as information recorded in the other data fields.

### **Future work on this project**

Phase 1 • Update to include documents of the 20th UNGEGN session

- Gather information from other Experts to fill current gaps in data entry
- Add other relevant UN documents, e.g. toponymic items in *World Cartography*; toponymic presentations to Regional Cartographic Conferences

- Phase 2
- Some further checking of UN holdings and upgrading from within the three UN document areas or from the holding of other Experts
  - Verify holdings of Experts for documents not held at the UN

Further phases depend on discussion and needs, but might for example address some of the following items:

- **Compendium of documents:**  
Make list and/or digital file of the compendium of documents widely available by some method(s)
- **Comprehensive indexing system:**  
Make a more comprehensive indexing system, of some or all documents, and covering some or a comprehensive list of topics
- **Texts of documents:**  
Make some/all documents themselves widely available by some method(s)

Participation of the UNGEGN Secretariat, of various Experts, and possible finances for further phases of this project to address Resolution VII/14 need to be determined.

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## Appendix 1.

### Resolution VII/14. Access to and archiving of technical papers.

#### The Conference.

Recalling resolutions 1 and 5 of the First United Nations Conference on the Standardization of Geographical Names in which it was recommended that the UNGEGN secretariat serve as a documentation centre and clearing house,

Recognizing the amount of information that has been presented at past Conferences and meetings of UNGEGN and its working groups,

Recognizing further that the collection of technical papers held by the UNGEGN secretariat is incomplete and that accessing and making available the information in them efficiently and effectively is therefore difficult,

1. Urges countries to ensure that the UNGEGN secretariat is supplied with the material necessary to fulfil its functions in this regard;
2. Recommends seeking the support and assistance of countries to catalogue and index the information in the technical papers they hold, in coordination with the UNGEGN secretariat;
3. Recommends further that assistance and support be sought from a country or countries to reproduce the documentation in a form that makes it more accessible to all;
4. Recommends also that, from now on, the secretariat collect and maintain all technical materials and papers.

Entry No.	UNGEGN Meeting / Session	Year	Wkg Paper Symbol	Title	Country / Organization	Division - UNGEGN	Working Group - UNGEGN	Prepared by	UN Sec	UN Map Collection	UN Main Library
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TENTH SESSION OF THE GROUP OF EXPERTS ON GEOGRAPHICAL NAMES, Geneva, 23 August and 15 September, 1982

Session 10 1982

Report of the United Nations Group of Experts on Geographical Names on the Work of Its Tenth Session, ESA/RT/C/GN/8

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10 1982  
 Also in Fourth United Nations Conference on the Standardization of Geographical Names, Vol. II Technical Papers, United Nations Publication E/FS.86.1.21 (1987), E/CONF.74/3/Add.1, pp.390-398.

8200	10	1982	WP 1	Provisional agenda					0	0	0
8201	10	1982	WP 2	Report of the Working Group on Automated Data Processing			Top. Data Files/Gaz	R. Böhme	0	0	0
8202	10	1982	WP 3	Rules of procedure of UNGEGN					0	0	0
8203	10	1982	WP 4	Composite World Map with standardized geographical names					0	0	0
8204	10	1982	WP 5	withdrawn					0	0	0
8205	10	1982	WP 6	Report of the Working Group on Maritime and Undersea Features			Maritime/Undersea	R. Randall	0	0	0
8206	10	1982	WP 7	Report of the Asia South-East and Pacific South-West Division		ASEPSWD			0	0	0
8207	10	1982	WP 8	Rapport de la Division arabe		Arabic		A. Tazi	0	0	0

Entry No.	UN Conf. Stand. Geog. Names	Year	Document Symbol	Title	Country / Organization	Division - UNGEGN	Working Group - UNGEGN	Prepared by	Published in Vol. II of Conference Report	UN Sec	UN Map Collection	UN Main Lib	UN Optical Disk System (ODS)
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## FOURTH UNITED NATIONS CONFERENCE ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES, Geneva, 24 August - 14 September 1982

4th Conf.		1982	E/CONF.74/3	Fourth United Nations Conference on the Standardization of Geographical Names, Vol. I Report of the Conference (United Nations Publication E.83.17, 1983)									
4				The above report was also published in French and Spanish									
4			E/CONF.74/3/Add.1	Fourth United Nations Conference on the Standardization of Geographical Names, Vol. II Technical papers (United Nations Publication E/FS.86.121, 1987)									
4				The above report was a single bilingual volume, published in English/French/Spanish									
8200	4	1982	E/CONF.74/1	Provisional agenda							1	1E 1F 1S	
8201	4	1982	E/CONF.74/2	Rules of procedure							1	1E 1F	
8202	4	1982	E/CONF.74/INF.1	Documentation for the Conference						1	1	1E 1F 1S	
8203	4	1982	E/CONF.74/INF.2	Preliminary information of interest to the participants						1	1	1E 1F	
8204	4	1982	E/CONF.74/INF.3	Provisional list of documents						1	1	1	
8205	4	1982	E/CONF.74/INF.3	Provisional list of documents						1	1	1	
8206	4	1982	E/CONF.74/INF.4	List of participants						1	1	1	
8207	4	1982	E/CONF.74/INF.4	List of participants						1	1	1	
8208	4	1982	E/CONF.74/INF.4	List of participants						1	1	1	
8209	4	1982	E/CONF.74/INF.5	Allocation d'ouverture de M. Max C. de Henseler, secrétaire exécutif de la quatrième Conférence des Nations Unies sur la normalisation des noms géographiques						0	0	1	
8210	4	1982	E/CONF.74/INF.5	Opening remarks of Mr. Max C. de Henseler, Executive Secretary of the Fourth Conference of the United Nations on the standardization of geographical names						0	0	1	
8211	4	1982	E/CONF.74/INF.6	La terminologie et la normalisation des noms géographiques (présenté par Mme Françoise Castac)						0	0	1	
8212	4	1982	E/CONF.74/INF.6	Terminology and the standardization of geographical names (presented by Mme Françoise Castac)						0	0	1	
8213	4	1982	E/CONF.74/L.1	Report by Austria	Austria			J. Breu	E/CONF.74/3/Add.1		1	1	1
8214	4	1982	E/CONF.74/L.2	Toponymic guidelines for cartography; Austria	Austria			J. Breu	E/CONF.74/3/Add.1		1	1	1

Entry No.	UN Conf Stand Geog. Names	Year	Document Symbol	Title	Country / Organization	Division - UNGEGN	Working Group - UNGEGN	Prepared by	Published in Vol. II of Conference Report	UN Sec	UN Map Collection	UN Main Lib	UN Optical Disk System (ODS)
8215	4	1982	E/CONF.74/L.3	The national languages of the countries of the world, their scripts, and the United Nations recommendations on their Romanization	Austria			J. Breu	E/CONF.74/3/Add.1		1	1	
8216	4	1982	E/CONF.74/L.4	Report presented by the German Democratic Republic	GDR			Administration for Surveying and Cartography, Berlin	E/CONF.74/3/Add.1		1	1	
8217	4	1982	E/CONF.74/L.5	Regional geographical names of the German Democratic Republic	GDR			Administration for Surveying and Cartography, Berlin	E/CONF.74/3/Add.1		1	1	
8218	4	1982	E/CONF.74/L.6	General directions for the spelling of geographical names of the German Democratic Republic	GDR			Administration for Surveying and Cartography, Berlin	E/CONF.74/3/Add.1		1	1	
8219	4	1982	E/CONF.74/L.7	Toponymic guidelines: Turkey	Turkey			Institut für Angewandte Geodäsie, Frankfurt am Main	E/CONF.74/3/Add.1		1	1	
8220	4	1982	E/CONF.74/L.8	Report by the Federal Republic of Germany on the state of the standardization of geographical names	FRG			Institut für Angewandte Geodäsie, Frankfurt am Main	E/CONF.74/3/Add.1		1	1	
8221	4	1982	E/CONF.74/L.9	Toponymic guidelines for cartography: Federal Republic of Germany	FRG			Institut für Angewandte Geodäsie, Frankfurt am Main	E/CONF.74/3/Add.1		1	1	
8222	4	1982	E/CONF.74/L.10	Gazetteer of the Federal Republic of Germany - Introduction	FRG			Institut für Angewandte Geodäsie, Frankfurt am Main	E/CONF.74/3/Add.1		1	1	
8223	4	1982	E/CONF.74/L.11	La división político-administrativa de la República de Cuba y la denominación aprobada de sus provincias y capitales y sus municipios y cabeceras	Cuba			Comisión Nacional de Nombres Geográficos	E/CONF.74/3/Add.1		0	0	
8224	4	1982	E/CONF.74/L.12	Estructura administrativa de los organismos nacionales encargados de la nomenclatura geográfica	Cuba			Comisión Nacional de Nombres Geográficos	E/CONF.74/3/Add.1		0	0	
8225	4	1982	E/CONF.74/L.13	Informe de la República de Cuba	Cuba			Comisión Nacional de Nombres Geográficos	E/CONF.74/3/Add.1		0	0	
8226	4	1982	E/CONF.74/L.14	Toponymic guidelines - Denmark		Norden		Icelandic Place-Name Institute, Reykjavik	E/CONF.74/3/Add.1		1	1	
8227	4	1982	E/CONF.74/L.15	Toponymic guidelines - Iceland		Norden		Institute of Name Research, University of Oslo	E/CONF.74/3/Add.1		1	1	
8228	4	1982	E/CONF.74/L.16	Toponymic guidelines - Norway		Norden		Institute of Name Research, University of Oslo	E/CONF.74/3/Add.1		1	1	
8229	4	1982	E/CONF.74/L.17	Toponymic guidelines - Sweden		Norden		E.N. Torstensson	E/CONF.74/3/Add.1		1	1	
8230	4	1982	E/CONF.74/L.18	Social and economic benefits of the standardization of geographical names		DGSD		J. Breu	E/CONF.74/3/Add.1		1	1	
8231	4	1982	E/CONF.74/L.19	Rapport d'activités de la Division romano-hellénique	France	RHD		J. Ramondou	E/CONF.74/3/Add.1		0	1	
8232	4	1982	E/CONF.74/L.20	Rapport d'activités de la France	France			J. Ramondou	E/CONF.74/3/Add.1		1	1	
8233	4	1982	E/CONF.74/L.21	Guide de toponymie cartographique : France	France			Commission de Toponymie de l'Institut géographique national	E/CONF.74/3/Add.1		1	0	